DAILY TIME SHEET

DATE	SHIFT	EMPLOYEE NUMBER	EMPLOYEE NAME	
		-		

STARTING TIME	END TIME	JOB NUMBER	CUSTOMER	ACTIVITY NUMBER	PROCESS QUANTITY	CHARGE CODE	REMARK	MATERIAL NUMBER	MATERIAL QTY USED			
▶ ▶ Please fill out time sheet completely. Failure to do so may result in a delay of your paycheck. ◀ ◀ ◀												

SHIFT END TIME

SHIFT START TIME

START TIME: Enter Starting Time
END TIME: Enter Ending Time

JOB NUMBER: Enter Job Number or 0 for None

CUSTOMER: Enter Customer Name
ACTIVITY NUMBER: Enter Activity Number
PROCESS QUANTITY: Enter Process Quantity

CHARGE CODE: RW=Rework A=AA Blank=Normal

REMARK
MATERIAL NUMBER
MATERIAL QUANTITY USED

Enter Material Number
Enter Material Quantity Used